

**VACANCY NOTICE \*\*RESCINDED\*\***

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

<b>Description of Position</b>	TITLE OF POSITION: <u>CHIEF CLERK</u>	CLASSIFICATION CODE: <u>02412500 RESCINDED</u>
	SALARY RANGE: <u>(A16) 29403 - 32533</u>	REFERENCE POSITION NO.: <u>1211-10400-17</u>
	Department of Human Services	APPLICATION PERIOD: <u>03/10/04 - 03/16/04</u>
	Division/Section/Unit <u>Mgmt. Svs./Appeals Office</u>	GRACE PERIOD ENDS <u>3/19/2004</u>
	Assignment(s) / Comments	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>Louis Pasteur Bldg., Appeals Office</u>
	Restrictions/Limitations: <u>LTPS Until 08/21/2004</u>	<u>600 New London Avenue, Cranston</u>
	Position Covered By Collective Bargaining Union Agreement	Yes <u>X</u> No <u>        </u>
	Name of Bargaining Unit Union: <u>RIASSE, Local 580</u>	
	There is <u>  </u> is not <u>  X  </u> a Civil Service List for this position	<b>See A/B or Both for Specific Instructions</b>
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
<b>General Information to Candidate</b>	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
<b>Statement of Duties</b>	<b>DUTIES / RESPONSIBILITIES:</b>	
	<b>PLEASE SEE THE ATTACHED DUTIES ** POSTING RESCINDED **</b>	
<b>Minimum Education &amp; Experience</b>	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	<u>Education:</u> Graduation from a senior high school; and <u>Experience:</u> employment involving supervision of the work of a small staff engaged in performing varied routine and difficult clerical tasks; <u>Or,</u> any combination of education and experience that shall be substantially equivalent to the above education and experience.	
<b>Where to Apply</b>	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Tammy L. Lonardo Dept of Human Services/Office of Human Resources 600 New London Avenue Cranston, RI 02920	<b>Telephone #:</b> <u>401-462-2481</u> <b>Fax #:</b> <u>401-462-2041</u> <b>TTY/TDD #:</b> <u>401-462-3363</u> (Telecommunication Device for the Deaf)

**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**

**Chief Clerk  
Appeals Office  
1211-10400-17**

This position provides a broad range of clerical support services to the Appeals Office, which is the office that schedules, conducts and renders decisions on administrative appeals from public assistance and medical assistance recipients and providers. The duties of the position include but are not limited to: opening, reviewing and forwarding all incoming mail to Appeals Officers or other DHS staff; compose and/or process all outgoing mail and written communications; inputting data into the case tracking system, including logging-in all appeals and updating case status and completion data; scheduling, preparing and mailing of hearing appointment notices and all hearing related correspondence; photocopying and file maintenance; coordinating and scheduling the attendance of interpreters needed for hearings; preparing transcripts of hearings from tape recordings or other media and compiling the entire record of hearing for cases appealed to the Superior Court or other judicial bodies; maintaining the DHS library and index of decided cases and preparing abridged version of hearing decisions for public records use, and monthly reports thereof; acting as primary point of contact for the appeals, including screening and referral of telephone calls to the unit and facilitating problem resolution at point of contact. In addition, other related duties as required.